

**Job Ref:
PFCCYM**

Job Description

Job Title:

Youth Mentor – Craven

**Reports
to:**

Youth Development Manager

**Salary /
Hours:**

18.75 hours per week £25,350 per annum pro rata

Main Purpose of Job:

To take a leading role on a new criminal justice diversionary support scheme which aims to prevent first time offending and reduce instances of reoffending for young people in York and North Yorkshire. Youth Mentors will work with Youth Justice, NYP Neighbourhood Policing Teams, Youth Outcomes Panel, Schools, Community Safety Hubs, Children and Young People’s Services, local community networks and other relevant partners.

The role will have a preventative and early intervention focus and the majority of the work will be one to one with young people aged 10-17 years who are at risk of becoming involved with the criminal justice system. In addition to one to one work, the role will involve outreach and some group work will take place

One to one work will be carried out either face to face where practical to do so or virtually using platforms such as Zoom, Whatsapp, Messenger, etc.

Work with young people will take place in a variety of locations and will include schools, youth clubs, organisational buildings/venues and the local community. Work will be in a range of settings mostly relaxed and informal

The Youth Mentor will refer to North Yorkshire Sport Athletes, NYY Community Fund Youth Mentors and NYY Buddies.

The purpose of this work is to:

- To build self-esteem and self confidence in young people
- To encourage aspirations and recognise personal strengths and abilities
- To facilitate young people’s learning and their personal and social development
- To respond to individual and group needs and introduce healthy coping mechanisms for young people
- To encourage a positive group atmosphere where young people are able to provide peer support
- To build the capacity of young people to consider risk, make reasoned decisions and take control
- To build resilience and maintain progression for young people
- To provide one to one support for ‘key’ young people

- To signpost young people appropriately
- To work closely with parents/carers (where appropriate) to increase positive outcomes for young people
- To work closely with other organisations to increase positive outcomes for young people
- To engage positively with young people
- To offer a bespoke, holistic package of support to address identified needs across criminogenic pathways
- To support young people to identify and respond to their social, recreational, educational and emotional needs.

Main Responsibilities and Duties:

- Make referrals to appropriate agencies.
- Accept referrals from appropriate agencies.
- Ensure that NYY policies and procedures are followed at all times by all staff working in the setting.
- Prepare risk assessments and ensure that these are followed at all times.
- Record and evaluate the progress of the project and report to appropriate partners.
- Based on trust and mutual respect, make contact and establish positive relationships with young people
- Undertake an assessment of need and develop support plans for young people which involve the following categories of need
 - Mental Health
 - Education, Skills & Employment
 - Shelter & Accommodation
 - Finance & Benefits
 - Physical Health
 - Family, Friends & Children
 - Drug & Alcohol
 - Outlook & Attitudes
 - Social Interactions
- Deliver appropriate interventions based on the needs of the young person
- Understand ACE's and trauma-informed care and use this practise to ensure the young person feels safe and develops trust
- Carry out assertive outreach and detached youth work
- Signpost to opportunities for young people to meet in a relaxed, secure environments.
- Facilitate young people's learning and their personal and social development.
- Create an atmosphere which encourages the development of ideas.
- Develop along with young person a personal action plan which reflects the needs of young people both educationally, socially, emotionally and recreationally
- Take responsibility for young people during activities in terms of their health & safety.
- Assess the social and educational needs of young people and pass concerns on to the appropriate agency.

- Attend meetings in order to receive guidance of any changes in current practice and to discuss any other issues that affect the running of the project.
- Attend meeting to increase the positive outcomes for young people
- Advocate on behalf of young people
- Maintain and manage a caseload of young people prioritising appropriately.
- Keep the Central Management System up to date at all times
- Attend relevant and essential training sessions including, Child Protection training and First Aid training.
- Follow Child Protection Guidelines and report any concerns using the correct procedure.
- Complete other reasonable tasks in order to fulfil the role purpose or as instructed by the NYY Youth Development Manager.

Principle Working Relationship

Internal

- Youth Development Manager
- Youth Mentor Team
- Youth Development Workers
- Youth Participation Worker
- Youth Workers
- NYY Senior Managers
- Administrators

External

- PFCC
- Youth Justice
- NYP Neighbourhood Policing Teams
- Youth Outcomes Panel
- Community Safety Hubs
- Children and Young People's Services
- Schools

Knowledge and Experience

Person Specification:	Essential	Desirable
2 Years' experience working with young people particularly those who have faced disadvantage or are from hard to reach groups	✓	
2 Years' experience of managing caseloads in a busy environment	✓	
A recognised youth work qualification at level 3 or higher	✓	
Considerable lived experience of the criminal justice system or adverse childhood experiences		✓
Understanding of the importance of trauma-informed support	✓	
Experience of community development work.		✓

Experience of providing or supporting the provision of information, advice and guidance in a variety of settings	✓	
Experience of influencing change in a system like a school, youth centre or community		✓
Understanding of the national and local policies related to working with young people	✓	
Understanding of suicide, self-harm or harm to others and appropriate risk management	✓	
Knowledge about policies and procedures including those relating to safeguarding and equality and diversity	✓	
Good working experience of using virtual platforms eg: Zoom, Microsoft Teams, Skype, WhatsApp, etc	✓	
Excellent communication skills: e.g. written, oral, and through IT media	✓	
Ability to ensure all activity is inclusive and promotes participation	✓	
Ability to work with IT Systems and keep databases up to date at all times	✓	
Safeguarding and child protection training	✓	
Commitment to and experience of equal opportunities practice	✓	
Understanding the needs and issues faced by LGBTQ young people	✓	
Understanding of Autism Spectrum Disorder and how it affects young people with their social communication and social interactions	✓	
Understanding of the Youth Justice System	✓	
Commitment to young people's welfare	✓	
Commitment to participate in staff meetings	✓	
Able to work flexible hours, including evening and weekend work	✓	
Experience of informal education, working face-to-face with young people	✓	
Experience of working with staff from other agencies	✓	
Understanding of the issues that affect young people's lives	✓	
Knowledge of Health and Safety issues	✓	
Holds a valid First Aid Certificate	✓	
Personal Skills		

Ability to work directly with young people to develop their informal education and personal development	✓	
Knowledge of opportunities for young people to take part in	✓	
Good interpersonal skills	✓	
Excellent communication skills	✓	
Ability to maintain an objective attitude	✓	
Ability to problem solve	✓	
Skills to use computer programmes including word processing, internet browser and email applications	✓	
Skills to write plans, recordings, case studies, reports and evaluations	✓	
Ability to support and work with young people on a one-to-one basis	✓	
A sound knowledge and understanding of the local geographical area	✓	
Skills to establish professional relationships with groups of young people	✓	
Skills and attributes		
Ability to relate to young people	✓	
Ability to run a Youth Work session	✓	
Ability to carry out detached youth work	✓	
Able to work effectively on own initiative and as part of a team	✓	
Excellent organisational skills	✓	
Ability to engage young people using innovative and creative practices	✓	
Ability to be adaptable and flexible in working practices	✓	
Ability to research and evaluate	✓	
Presentation skills – able to present to or advocate on behalf of young people to individuals and groups		✓
Ability to persuade and motivate others to adopt a positive approach to education, training and employment	✓	
Ability to organise own workload	✓	
Networking and partnership brokering skills		✓
Ability to work reflectively	✓	
Other Requirements		

DBS certificate	✓	
Non-Police Personnel Vetting Level 2 (full)	✓	
Car Driver with access to vehicle for work purposes	✓	